

Clerical and Office Branch
General Clerical Group
Municipal Court Series

DEPUTY COURT CLERK II

02/00 (REB)

Summary

Under direction, perform responsible clerical duties related to court operations.

Typical Duties

Docket, organize and prepare administrative details of cases for court proceedings as authorized. Involves: maintaining court calendars by adding, deleting or rescheduling arraignments, trials or special hearings as instructed; opening and updating case files to include court orders, completion of required service or training, arrangements to pay fees and dispositions; reviewing documents to ensure efficient processing and adherence to court procedure; dating, indexing, sealing, filing, recording, retrieving, routing or otherwise processing such incoming filings or court orders as complaints, petitions, appeals, citations, warrants, expunctions, deferrals, and proofs of compliance with judicial orders; compiling statistics and preparing standard case status or court action reports including volume of hearings or trials, motions and documents filed as mandated by various levels of government; setting up installment payment schedules and issuing commitments on overdue fines.

Exchange information concerning court matters at counter, by telephone or in writing with parties to or interested in cases. Involves: providing defendants, their attorneys, City Prosecutors, Police, witnesses, Detention Facility personnel, Municipal Judge assigned, relevant City Inspectors, parents of juvenile defendants, or relevant criminal justice or chemical dependency agencies with information as necessary to announce court appearance dates, explain procedures, or assist with discovery, charge or order response and pre-sentence activities, notify of remands to community service, defensive driving training or substance abuse awareness classes, advising of failures to pay, comply or appear; preparing routine correspondence between Municipal Court Clerk or judges and defendants or attorneys; initiating requests for driving and criminal records; participating in courtroom proceedings such as by calling defendants to approach the bench, swearing in juries or witnesses at the direction of the judge, opening sessions, or marking exhibits in order of presentation.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded supervisory or non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent plus five (5) years of progressively responsible general clerical or secretarial experience, including two (2) years preparing or processing legal or official government documents and two (2) years of direct customer service work each at a level comparable to a Deputy Court Clerk I; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of modern office practices. Good knowledge of business English, grammar and spelling; legal terminology. Some knowledge of: civil or criminal justice system purpose and functions; court administration procedures.

Ability to: read, analyze, and interpret general legal procedures manuals or governmental regulations in order clerically to check legal documents for accuracy and completeness; add, subtract, multiply and divide in any prescribed unit of measure using whole numbers, common fractions and decimals to compute rates, ratios and percents; communicate effectively orally to tactfully and courteously explain court procedures to litigants or other parties to cases and the general public, and in writing to prepare reports and business correspondence to respond to questions; process a high volume of work in a timely manner to meet deadlines; interpret various instructions in written, oral or schedule form to research and compile data; establish and maintain effective working relationships with fellow employees, officials and the general public.

Skill in safe operation and care of: personal computers or network workstation; generic business productivity and specialized court software comparable to that installed; common office equipment.

Special Requirements: Subject to call back, and working flexible or extended hours, weekends and holidays.

Director of Personnel

Department Head

OFFICIAL